

U.S. MISSION – PARAGUAY

January 26, 2011

MANAGEMENT NOTICE

TO: ALL EMPLOYEES – ALL AGENCIES

SUBJECT: VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT ANNOUNCEMENT NO. 01/11

OPEN TO: ALL INTERESTED CANDIDATES – ALL AGENCIES

POSITION: Security Assistant, FSN-7; FP-7*

OPENING DATE: January 27, 2011

CLOSING DATE: February 3, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US \$39,994 p.a. (Starting salary)
Position Grade: FP-7 to be confirmed by Washington)

*Ordinarily Resident: Gs. 75,623,512 p.a. (Starting salary)
(Position Grade: FSN-7)

The U.S. Embassy in Asuncion is seeking for the position of Security Assistant in the Regional Security Office.

BASIC FUNCTION OF POSITION:

The incumbent assists RSO in resolving law enforcement and security related problems.

A copy of the complete position description listing all duties and responsibilities is available at <http://paraguay.usembassy.gov/jobs.html>.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school and at least two years of university education in Administration, Management, or Criminal Justice is required.
2. Professional experience of two years or more in security or law enforcement program management.
3. English and Spanish Level IV (Fluent) Speaking/Reading/Writing is required. Guarani level II (Limited Knowledge) Speaking is required.
4. Familiarity with security programs, investigations, working knowledge of sources of information and familiarity with Paraguayan legal and law enforcement procedures are required.
5. Computer skills, organizational skills and ability to deal effectively with others and to obtain their cooperation is required.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Budget constraints do not allow post to honor highest previous rate (HPR) requests. Hiring offers will be made at the step 1 level.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174); **or**
2. A current resume or curriculum vitae that provides the same information found on the UAE (*see Appendix B*); **or**
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
Mcal. Lopez 1776
Asuncion, Paraguay

CLOSING DATE FOR THIS POSITION: February 3, 2011

The U.S. Mission in Asuncion provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.